

24 May 1957

MEMORANDUM FOR: Office of Central Reference

ATTENTION: Chief, Liaison Division

FROM: Deputy Assistant Director for Basic Intelligence

SUBJECT: NIS Reference Guide

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1. An NIS Reference Guide is now in preparation which is intended primarily for the wide range of users throughout the government below the strategic planning and policy levels. This Reference Guide will present only those aspects of the Program necessary to the understanding and effective use of the NIS. Specifically, it will:

a. Acquaint the reader with the fundamentals of the NIS Program.

b. Explain certain practical aspects of the NIS Program (e.g., why an NIS on one country is not completely produced before another NIS is undertaken; why NIS usefulness and validity is not dependent upon up-to-the-minute intelligence; and why the Maintenance program is conducted as it is).

c. Offer suggestions for the filing and use of the NIS.

d. Acquaint the reader in some detail with the content of a complete NIS and with the planned coverage of the NIS Program.

e. Indicate what NIS are available.

2. In content the Reference Guide will be made up about as follows:

- a. Introduction
- b. Nature, Purpose, and Scope of the NIS Program
- c. NIS Areas
- d. NIS Outlines
- e. NIS Correlation Guide
- f. Current NIS Quarterly Production Report  
(to be kept in back cover pocket)

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3. It is requested that your Office obtain, and furnish to this Office at the earliest practicable date, the requirements for this Reference Guide within CIA, and in the other Government Agencies to which CIA disseminates NIS directly other than Army, Navy, Air Force, and the State Department. The requirements for these four agencies will be obtained through the NIS Committee.

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